

Job Opportunity Bulletin

Post Date: **JANUARY 23, 2015**

STAFF ADMINISTRATIVE ANALYST (A/S)

Salary Range: \$5181 - \$6437

Permanent, Full-Time

Final File Date: **UNTIL FILLED**

RE-ADVERTISEMENT - If you applied for this position when it was previously advertised it is not necessary to re-apply

JOIN THE DDS TEAM!

For information about the
DEPARTMENT OF
DEVELOPMENTAL SERVICES
Please visit our website at
www.dds.ca.gov

Would you like to work in a fast paced environment that provides excellent customer service and knowledge & expertise sharing in the accounting field? Department of Developmental Services is committed to providing leadership, building partnerships and supporting choices. You too can be part of this organization!

Under the general direction of the Accounting Administrator II (Supervisor) of the Accounting Section, the Staff Administrative Analyst (A/S) is responsible for the management of the Fiscal Systems Unit activities.

For complete duties, please see the duty statement on the following page.

Please refer to:

Position #473-152-5303-003

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Linda Newson

All applications will be screened
and only the most qualified will be
interviewed.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- ❖ Strong Analytical Abilities.
- ❖ Knowledge of various Accounting software programs such as CalSTARS, Microsoft Office and other software programs as needed.
- ❖ Comprehensive knowledge of Accounting principles and procedures as it applies to State government.
- ❖ General knowledge of principles of accounting, governmental accounting principles and procedures.
- ❖ Knowledge of California State Accounting and Reporting Systems (CALSTARS).
- ❖ Ability to apply accounting principles and procedures.
- ❖ Ability to analyze data to conduct reviews and audits, resolve problems and make necessary adjustments.

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed state application (STD. 678) by the final filing date. All applicants will be considered however, SROA/Surplus will be given priority. Please include the **basis of your eligibility (list eligibility and/or lateral transfers must meet the minimum qualifications of this classification)** and position #473-153-5303-003 on your application.

CONTACT INFORMATION

Name: Linda Newson

Number: (916) 322-9018

Email: linda.newson@dds.ca.gov



DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q

Sacramento, CA 95814

"Building Partnerships, Supporting Choices"

DUTY STATEMENT

DS 3022 (11/2013)

CLASSIFICATION Staff Administrative Analyst, Accounting Systems	DIVISION/BRANCH Administration Division
EMPLOYEE NAME	SECTION/UNIT Accounting Section/Fiscal Systems
POSITION NUMBER 473-152-5303-003	EFFECTIVE DATE

SUMMARY: Under the general direction of the Accounting Administrator II, plans, directs and supervises a group of highly technical level staff in the development, installation and maintenance of the Billing Rate Development and Federal/State reporting process as well as the maintenance of the CalSTARS Accounting System.

ESSENTIAL JOB FUNCTIONS:

- 30% Assigns, supervises, reviews, and evaluates the work of subordinate staff and provides guidance for the overall operation of the Billing Rate Development and Federal/State cost reporting process of the Cost Recovery System (CRS) for the Developmental Centers and State-Operated Facilities. These duties are performed using various forms of software such as CRS, CalSTARS, Excel, etc. as needed to compile the data into a format used to recovery costs for Medicare and Medi-Cal through the Departments billing process. Approve and prepare timely employee evaluations and appraisals including probationary reports, annual performance reports, and grievances. Approve career development and adequate training within the Accounting Section. Recruit, interview and approve recommendations on hiring packages for potential staff.
- 25% Provides direction and review of the development and coordination of changes to the Billing Rate Process of the Cost Recovery System and CALSTARS Accounting Systems necessary to accommodate program and/or fiscal requirements imposed by the Department, Title 18 Medicare, Title 19 Medi-Cal, OSHPD, etc. Provide oversight to the staff at the Developmental Centers and State Operated Facilities for the proper accounting and reporting of facility costs and units related to CRS and CALSTARS Accounting Systems by analyzing cost codes that are set up to account for all transactions made and reported by the Department.
- 25% Direct and train staff in the development, implementation, and maintenance of the Department's accounting system (CALSTARS, and CRS), fiscal-related projects (Indirect Cost Rate Proposal (ICRP), and other systems applications (Departmental Time Survey Process, Cost Allocation Plans) utilizing project milestone charts, planning guides, analysis, alternatives/recommendations, and written reports.
- 15% Provide analysis and evaluate the financial organization, policies, and procedures involving the fiscal relationship of the Department with other State, public and private agencies.

MARGINAL JOB FUNCTIONS:

5% Will provide consultation service on accounting and fiscal problems to the Departmental staff and other State agencies.

SUPERVISION RECEIVED: Reports to Accounting Administrator II, General Ledger.

SUPERVISION EXERCISED: Directly supervises professional highly technical level staff in the Fiscal Systems Unit.

TYPICAL PHYSICAL DEMANDS: Move about, stand, reach, stoop or bend. Ability to use a personal computer and various office machines in an office environment. Requires the ability to move objects weighing up to 25 pounds (files, boxes, books).

TYPICAL WORKING CONDITIONS: Open-spaced partitioned office in a smoke-free environment.

KNOWLEDGE AND ABILITY:

Knowledge of: Accounting principles and practices; governmental accounting, budgeting, and fiscal management; uniform accounting system and the financial organization and procedures of the State of California; principles of organization, administration, and management; administrative survey principles and techniques; principles of public administration; principles and techniques of personnel management and supervision; office methods and procedures; research techniques; statistical methods; principles and procedures of automatic data processing systems; department's affirmative action program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Direct effectively the work of technical, professional, and clerical assistants; establish and maintain cooperative relationships with representatives of public and private agencies; apply administrative survey and statistical techniques to the development of accounting and financial organization studies; prepare comprehensive reports and compile manuals of accounting procedures; speak and write effectively; analyze situations accurately and adopt an effective course of action; analyze data and draw sound conclusions; effectively contribute to the department's affirmative action objectives.

CERTIFICATION OR LICENSE: None.

ALTERNATIVE TO MINIMUM QUALIFICATIONS: None.